

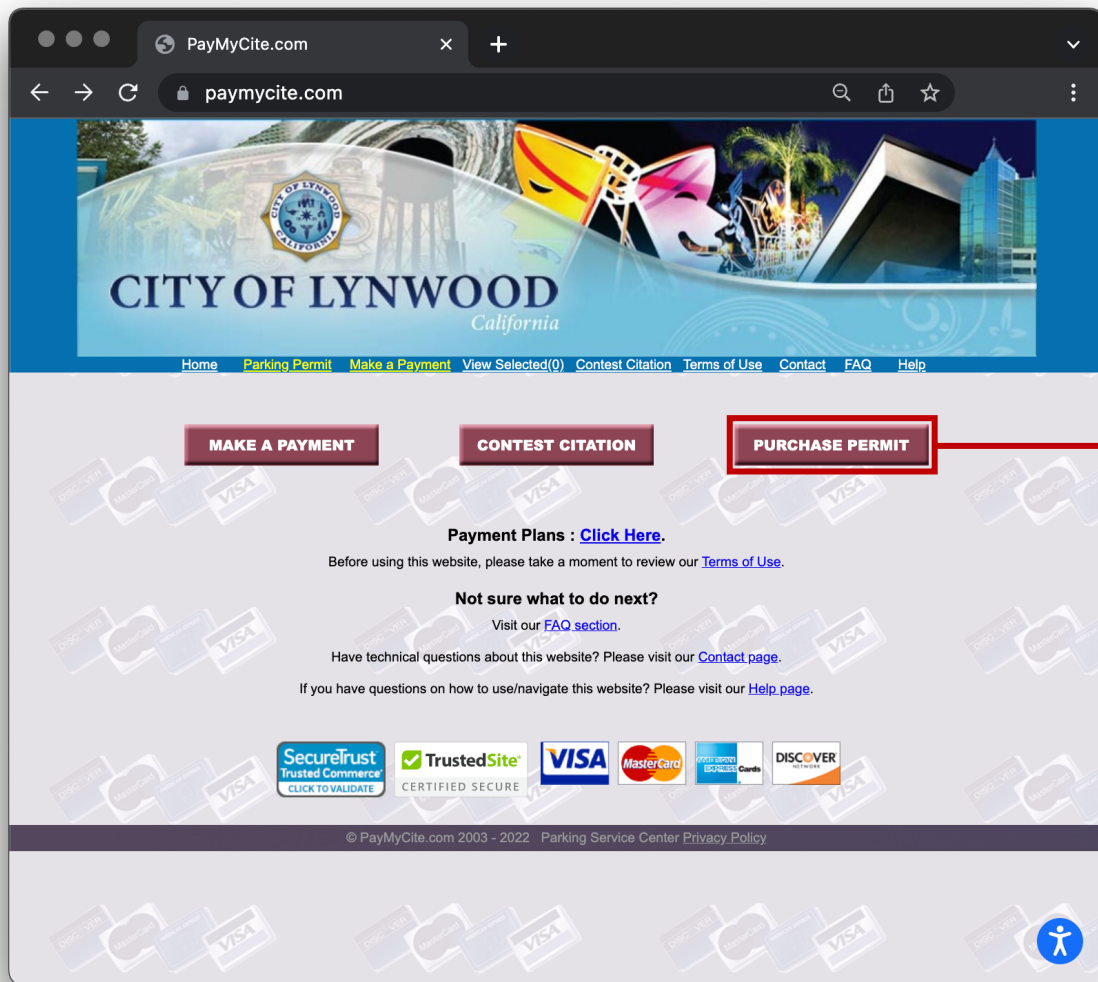
# HOW TO PURCHASE **RESIDENTIAL PARKING PERMITS**

Residents of the City of Lynwood may use [PAYMYCITE.com](https://paymycite.com) to purchase and renew their residential parking permits online.

Use the following guide to aid in purchasing your annual and renewal parking permit.



# STEP 1: Access PAYMYCITE.com



Open your web browser and navigate to: [paymycite.com/lynwood](https://paymycite.com/lynwood).

Select the **Purchase Permit** button.

On the next page, completely read the **Annual Residential Parking Permit Requirements**.

You will need to upload images of your driver license and vehicle registration for annual permits. Be sure to have those document files ready for upload.

# STEP 2: Input Vehicle Information & Upload Documents

Please note that you must be connected to a printer in order to print your Temporary Parking Permit.

(\* Indicates required field)Indicates required field)

**VEHICLE INFORMATION**

License Plate#  
1ABC234

License Plate State/ProvLicense  
Plate State/Prov\*  
California

Make\*  
Ford

Model  
Explorer

**PARKING LOCATION**

Street#\*  
1234

Street Name\*  
MAIN STREET

Apartment#

Please verify your mailing address before your application is submitted.

**PERMIT REQUESTED**

Permit \*  
Annual  
Guest Daily  
Guest 14 Day  
Daily Overnight

Select Type of Parking Permit\*  
ANNUAL PARKING PERMIT

Permit Date(s)\*  
01/01/2023 To 12/31/2023

**PERSONAL INFORMATION**

Email\*  
jsmith@gmail.com

First Name\*  
John

Last Name\*  
Smith

Phone\*  
(310)123-4567

**PROOF OF RESIDENCY**

Verification\*  
DMV ID Card/ Drivers License

File: Upload Image ( JPG/GIF/PDF files of size 1MB are allowed )  
Choose File driver\_license.jpg

Verification 2\*  
Vehicle Registration

Upload Image ( JPG/GIF/PDF files of size 1MB are allowed )  
File 2:  
Choose File vehicle\_registration.jpg

**PAY BY CREDIT CARD**

**CLEAR FORM**

TrustedSite  
CERTIFIED SECURE

© PayMyCite.com 2003 - 2022 Parking Service Center

Input your vehicle information and residential address. If you have not already been issued a residential parking permit in the past, you will not be able to move forward with the renewal process.

Select your permit type from the drop-down menu, provide your personal information, and upload your Proof of Residency documents. Your uploaded documents must be .jpg, .gif, or .pdf format of 1MB in size or lower.

When ready, select **Pay by Credit Card**.

# STEP 3: Provide Payment Information

**Confirmation**  
**Parking Permit**  
City of Lynwood Parking

**Please Note:** Credit Card information will not be printed on the Temporary Permit.

Valid From: 01/01/2023 to 12/31/2023  
For Plate or VIN#: 1ABC234 CA

Permit Fee: \$15.00  
Convenience Fee: \$3.95  
Total Amount Due: \$18.95

**Credit Card Information**  
(\* Indicates required field)

Card Type\*: Visa  
Card Number\*: 1000000000000000  
Expires\*: 01/2022  
Your name as it appears on your credit card\*: John Smith  
Card Security Code\*: 123 [What's this?](#)

**Credit Card Billing Address**

Address 1\*: 1234  
Address 2: Main Street  
City\*: Lynwood  
State\*: California  
Zip\*: 90262

**Note:** Charges will appear on your credit card statement as **"PARKING SERVICE CENTER"**

**DO NOT** click your refresh button during payment processing!  
Doing so can cause a duplicate payment.

Each click on **SUBMIT PAYMENT** button will cause a duplicate payment.

[BACK](#) [SUBMIT PAYMENT](#)

\*The City of Lynwood takes your privacy seriously. This form asks you to provide the City with certain personal information. Such information is being requested and will be utilized by the City for the specific and limited purpose of future City correspondence regarding the subject matter of the form. Pursuant to Measure S, an initiative ordinance passed by City voters in 2008, the personal information noted by an asterisk (\*) on this form will be kept confidential. Unless you expressly indicate to us otherwise or unless compelled by a court order, it will not be shared with other agencies, businesses or individuals.

**TrustedSite**  
CERTIFIED SECURE

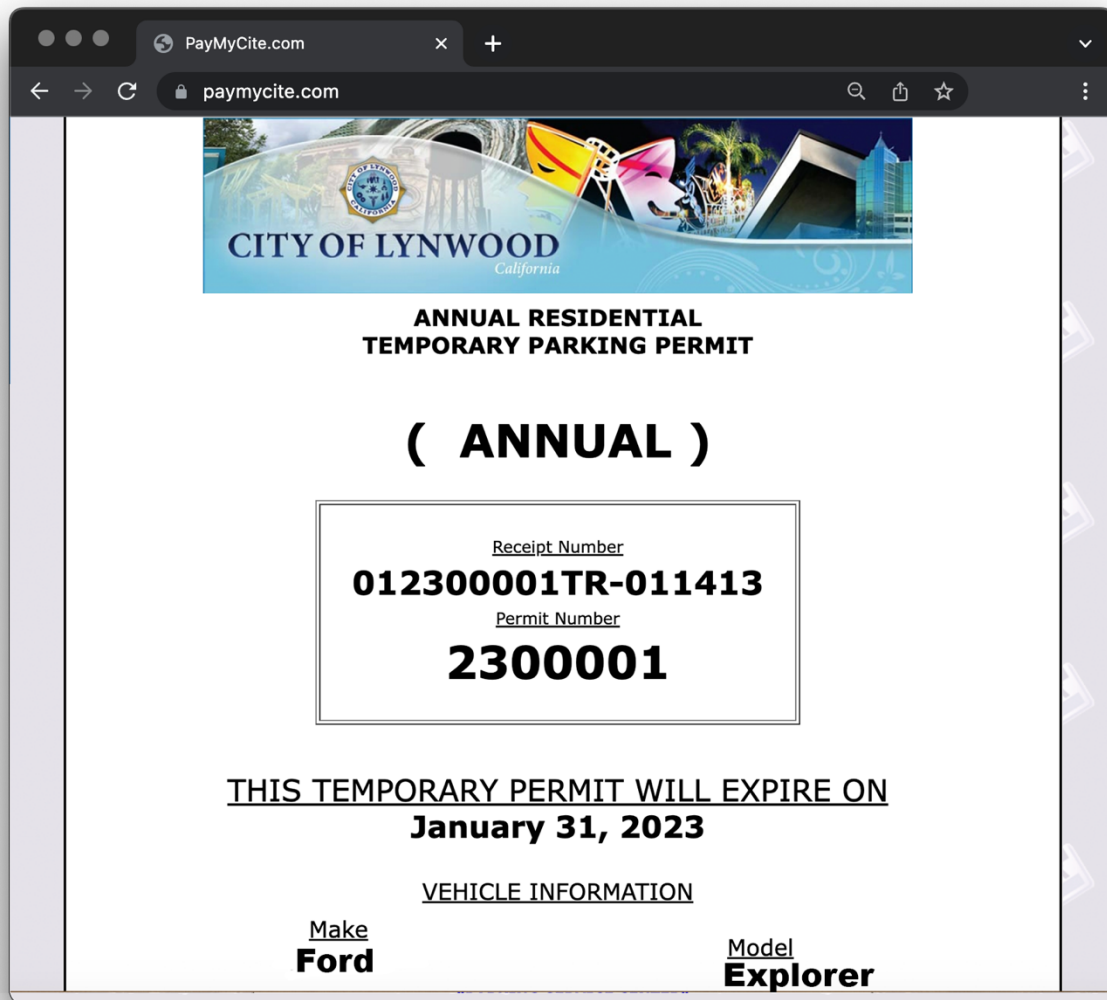
© PayMyCite.com 2003 - 2022 Parking Service Center

First verify your permit information is correct at the top of the page. Ensure your **Permit Fee** is correct for the selected permit type.

Provide your credit card information and billing address, then select **Submit Payment**.



# STEP 4: Print Your Temporary Permit



The screenshot shows a web browser window with the address bar displaying "PayMyCite.com" and "paymycite.com". The page features the City of Lynwood logo at the top, followed by the text "ANNUAL RESIDENTIAL TEMPORARY PARKING PERMIT". Below this, the text "( ANNUAL )" is displayed. A central box contains the "Receipt Number 012300001TR-011413" and the "Permit Number 2300001". The expiration date is listed as "THIS TEMPORARY PERMIT WILL EXPIRE ON January 31, 2023". At the bottom, the vehicle information is provided: "Make Ford" and "Model Explorer".

**CITY OF LYNWOOD**  
California

**ANNUAL RESIDENTIAL  
TEMPORARY PARKING PERMIT**

**( ANNUAL )**

Receipt Number  
**012300001TR-011413**

Permit Number  
**2300001**

THIS TEMPORARY PERMIT WILL EXPIRE ON  
**January 31, 2023**

VEHICLE INFORMATION

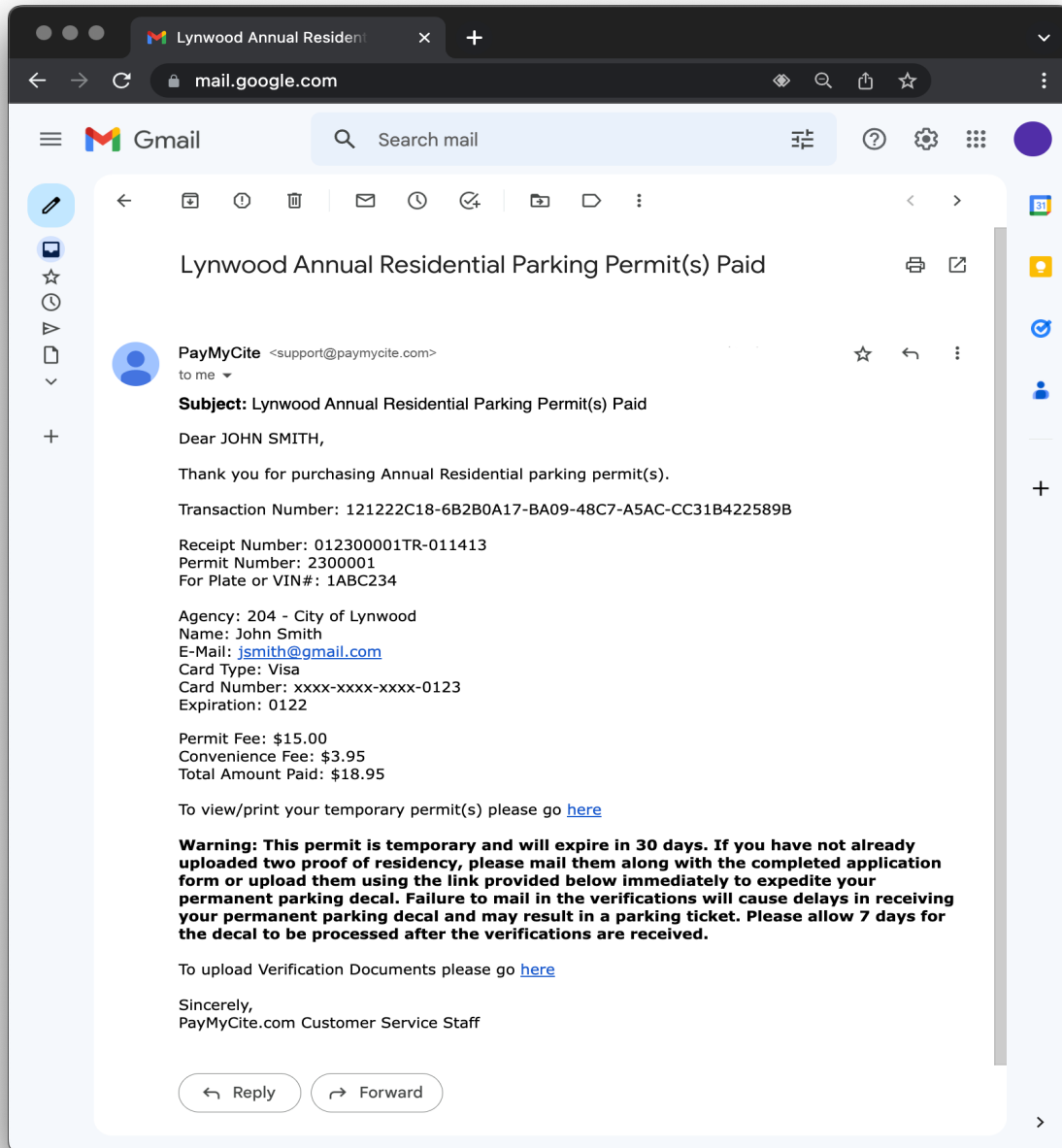
Make  
**Ford**

Model  
**Explorer**

After submitting payment, you will be provided a temporary residential parking permit.

**Print** your temporary parking permit and use it until your permanent parking permit decal arrives.

# STEP 5: Verify Receipt



Check the email account you provided in your application to ensure you received a receipt. Your vehicle is now registered with a residential parking permit. **DO NOT DELETE YOUR RECEIPT!** Refer to your email receipt to view and print your temporary permit(s).

If you have any questions about parking permits, please refer to the [Public Safety page on the City of Lynwood website](#).

If you require technical support on the permit purchasing website, please email [support@paymycite.com](mailto:support@paymycite.com).

